

**Department of Management and Budget
Vehicle and Travel Services
Detroit Classy Caddy Motor Pool
Frequently Asked Questions**

Vehicle Reservation System (VRS)

- Contact VTS for reservations or cancellations if you cannot connect to the system.

Vehicle Reservations

- Reserve vehicles for a maximum of two weeks per reservation.
- Reservations can be made up to two months in advance.
- Reservations made further in advance will offer a better selection of vehicles.
- *Cancel reservations prior* to pickup time or be charged for the vehicle use. Other drivers are in need of vehicles for their business.
- “No Vehicles available” screen can be printed as proof that no vehicles were available in the motor pool.
- Vehicle reservations can be scheduled with a pickup time the day before the actual trip will occur. Vehicles can be parked at the driver’s home residence, but cannot be used for any personal use – only for business use.
- Personal vehicles cannot be parked in the Detroit Motor Pool.
- Vehicles containing DEQ equipment are identified in the vehicle comments section. These vehicles are used primarily by DEQ. Drivers from other departments may use these vehicles only if no other vehicles are available, and they may keep the vehicle no more than 24 hours.

Vehicle Pickup

- Must have State ID with the same person’s name on the confirmation sheet in order to obtain keys to vehicle from the parking lot office.
- 7:30 AM to 5:00 PM M-F only.
- No pickup of vehicles on Saturdays or Sundays.

Fuel Card

- Attached to key chain.
- PIN number is the last six digits of the driver’s employee (HRMN) ID.
- Use for fuel, wiper fluid, wipers, oil, and car washes located in gas stations.

Vehicle Return

- 7:30 AM to 5:00 PM M-F – Return keys and completed confirmation sheet to parking lot office personnel.
- After 5:00 PM to 11:00 PM M-F – Place key and completed confirmation sheet in drop box outside the parking lot office.
- No returning of vehicles on Saturdays or Sundays.

Late Return

- Important to return vehicle on time because other drivers will have it scheduled for pickup.
- If vehicle will be returned late for any reason, call 517-322-5000.

Confirmation Sheet Must Be Completed and Turned-in By Driver

- Record the beginning and ending odometer readings.
- Record the actual time of pickup and return for vehicle use.
- Record the Mini-account code – Must be obtained from Department Vehicle Coordinator before first motor pool vehicle pickup.

VTS Customer Service
Telephone – 517-322-5000
Email – VTScustomerservice@michigan.gov